

LONDON BOROUGH OF HAVERING



LA SALETTE CATHOLIC PRIMARY SCHOOL

Managing Medicines and Medical Conditions Policy

Autumn 2025

1.0 Aims of the Policy

- 1.1 The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.
- 1.2 The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if required a health care plan will be prepared and implemented. The information will be held by the school and will only be shared with relevant and authorised staff members. All children with health care plans will be made known to all staff and health care plans will be kept in medical boxes, the school office and SEN/D filing cabinet.
- 1.3 The school's policy will be shared with all staff and parents of the school. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support in school.
- 1.4 The policy aims to enable regular attendance. Formal systems and procedures in respect of administering medicines, developed in partnership with parents and staff are clearly outlined. The medication policy is in the school handbook.

2 Procedures for managing prescription medicines

- 2.1 Medicines are not administered at school by staff for short term medical needs unless prescribed by a GP/hospital.
- 2.2 Staff do not administer medicines unless a child has long term or complex medical need requiring e.g. insulin, an inhaler or an antibiotic.
- 2.3 Normally, medication is administered in the classroom or medical room.
- 2.4 Only prescribed inhalers/medicines are stored in first aid boxes for each class (or office fridge if required). These boxes are kept in the classrooms and junior boxes are taken down to the medical room at lunchtime.
- 2.5 All inhalers/medicines must be in the original containers, labelled and in date, as dispensed by a pharmacist and include instructions for administration.
- 2.6 Parents have a responsibility to check that the inhalers/medicines are in date.
- 2.7 Parents must advise the office if medicine has been administered outside of the school day.
- 2.8 Records will be kept by the school detailing any medication administered to a pupil, along with date and time.

- 2.9 Where appropriate, the school will contact parents if a pupil refuses to take their medication when required.
- 2.10 The school will contact the parents to ensure that the appropriate procedures for medication are in place during educational offsite visits and that all information is shared with the appropriate members of staff.
- 2.11 Parents must sign the appropriate consent form should medication be needed on a school trip.
- 2.12 Staff will be clear about the roles and responsibility of managing the administration of prescribed inhaler/insulin/antibiotics.

3 Responsibilities

- 3.1 The **Head Teacher** will ensure that:

- The school's medication policy is implemented and all staff are aware of their responsibilities.
- Staff receive adequate training for the administering of specific medication where required e.g. epipens
- The school makes provision or adjustments, where reasonable, for managing medication.
- All relevant members of staff are informed of any pupil who has a medical condition and/or a specific medical need.
- Information relating to pupil medical needs are obtained from parents and, where necessary, a health care plan implemented.
- Information relating to any pupil's medical needs is accurate, up to date and secure.
- Additional safety measures are in place if needed for outside visits.
- A copy of the health care plan is taken on visits.

- 3.2 **Identified staff** are responsible for ensuring that:

- Appropriate procedures for medication are in place for trips and visits after consultation with parents.
- Medication is appropriately stored and not accessible to unauthorised persons.
- Records are kept of any medication that is administered and will ensure that it is replenished by parents as necessary.

- 3.3 **All Staff** are responsible for ensuring that:

- Sharps boxes are used for the disposal of needles and other sharps
- They are aware of, and familiar with the school's medication policy and arrangements in place.
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their require medication.
- That they work in accordance to any training that they have received.
- That they advise the appropriate person should they be advised of any new or additional information relating to pupil's medical needs.
- Early years setting must keep written records of all administered

medication and make sure that parents sign the record book to acknowledge the entry.

3.4 All parents are responsible for ensuring that:

- They inform the school before children are admitted of any known medical condition/need.
- A health care plan is agreed with the Head teacher, parent/carer, SENCO and health care professional to ensure the school has sufficient information about the medical condition of a child with medical needs.
- Prior written agreement is given before an out of school trip/visit.
- They inform the school of any medication the child is currently taking that might affect their functioning in the school setting e.g. poor concentration.
- Inform the school about any changes to prescribed medication.
- Provide medicines in the original container as dispensed by a pharmacist and include the prescribed instructions. This should list:
 - Name of the child
 - Name of the medication
 - Dose
 - Method of administration
 - Time/frequency of administration
 - Any side effects
 - Expiry date
- Report any restriction on a child's ability to participate in P.E. on the individual health care plan.
- They should keep children at home if they are actually unwell.

3.5 Any member of staff who agrees to accept responsibility for administering prescribed medicines should have appropriate training and guidance. They should be aware of possible side effects and what to do if they occur. The type of training will depend on the individual case.

3.6 In school, the Local Authority, as the employer, is responsible for all health and safety matters. For all out of school clubs with an outside provider, they are responsible for all the health and safety matters.

3.7 For all children with medical needs, the Head teacher will agree with the parents exactly what support can be provided. Where necessary, the Head teacher will seek advice from the school nurse, GP or other medical adviser or the LA.

3.8 The school will ensure that there are sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties.

3.9 All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged when a member of staff is absent or unavailable.

4 Drawing up a Health Care Plan

- 4.1 Schools and settings need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. For this reason, schools draw up a health care plan which includes:
- Details of a child's condition
 - Special requirements e.g. dietary needs, pre-activity precautions and any side effects of the medicines
 - What constitutes an emergency
 - What action to take in an emergency
 - What not to do in the event of an emergency
 - Who to contact in an emergency
 - The role the staff can play.
- 4.2 The health care plan is to identify the level of support that is needed and who will provide it.
- 4.3 The health care plan clarifies for staff, parents/carers and the child the help that can be provided.
- 4.4 The health care plan is reviewed annually unless there are changes within that period of time.

The health care professional will lead the meeting. It identifies:

- The medical condition, its triggers, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time facilities, equipment, testing access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Who in school needs to be aware of the child's condition and support required.
- Arrangements for written permission from parents and the head Teacher for medication to be administered by a member of staff.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent, designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements.
- Some children may have an emergency health care plan prepared by their lead clinician that could be used to inform the development of their individual health care plan.

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number : school number is **01708 555554**
2. Give your location as follows:
La Salette Catholic Primary School
Dunedin Road
Rainham
3. State that the postcode is: **RM13 8SP**
4. Give exact location in the school/setting: **use the entrance on Rainham Road and park in the church car park.**
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

Speak clearly and slowly. Be ready to repeat information if asked.

A copy of this form will be kept at all administration telephones

Form 2 – Parental agreement for school to administer medicine

Name of School	
Name of Child	
Date of Birth	
Registration Group	
Medical condition/illness	
Medicine	
Name of medicine (as described on the container)	
Date Dispensed	
Expiry Date	
Dosage and method	
Timing	
Any special precautions	
Any side effects known	
Start date	
Duration of medicine needed	
Contact details	
Name	
Daytime Telephone No.	
Relationship to child	
Address	
<p>I understand that I must deliver the medicine personally to The School Office and accept that this is a service that the school is not obliged to undertake.</p> <p>I understand that I must notify the school of any changes in writing.</p>	
Date	
Signature (s)	
Relationship to child	

Form 3 – Confirmation of the Head Teacher's agreement to administer medicine within school.

It is agreed that	
	<i>Name of child</i>
Will receive	
	<i>Quantity and name of medicine</i>
Every day at	
	<i>Time medicine to be administered</i>
Until	
	<i>Date when medicine will no longer be required</i>
The above-named child will be given/supervised whilst s/he takes their medication, by	
	<i>Name of member of staff</i>
Date	
Signed	Mr. A. Wilson (Head teacher)

Form 4 – Record of medicines administered in school to all children

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Appendix – Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619 864

Website: www.allergyfoundation.com

The Anaphylaxis Campaign Helpline: (01252) 542 029

Website: www.anaphylaxis.org.uk and www.allergyinschools.co.uk

Association for Spina Bifida and Hydrocephalus Tel: (01733) 555 988 (9am to 5pm)

Website: www.aspah.org

Asthma UK (formerly the National Asthma Campaign) Adviceline: 08457 010 203 (Mon-Fri 9am to 5pm)

Website: www.asthma.org.uk

Council for Disabled Children (National Children's Bureau) Tel: (020) 7843 1900

Website: www.ncb.org.uk/cdc

Contact a Family (information about caring for disabled and special needs children) Helpline: 0808 808 3555

Website: www.cafamily.org.uk

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (out of hours: 020 8464 0623)

Website: www.cftrust.org.uk

Diabetes UK

Careline: 0845 120 2960 (weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education and Skills Tel: 0870 000 2288

Website: www.dfes.gov.uk

Department of Health Tel: (020) 7210 4850

Website: www.dh.gov.uk

Disability Rights Commission (DRC) Helpline: 08457 622 633

Textphone: 08457 622 644

Website: www.drc-gb.org

Epilepsy Action

Helpline: 0808 800 5050 (Mon – Thurs 9am to 4:30pm, Fri 9am - 4pm) Website:

www.epilepsy.org.uk

Health & Safety Executive (HSE)

HSE Infoline: 08701 545 500 (Mon-Fri 8am – 6pm) Website: www.hse.gov.uk

Health Education Trust Tel: (01789) 773 915

Website: www.healthedtrust.com

Hyperactive Children's Support Group Tel: (01243) 551 313

Website: www.hacsg.org.uk

MENCAP

Tel: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am – 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601 400 (Mon-Fri 10am – 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9:15 am-4:45 pm Fri 9:15 am – 4:15pm)

Website: www.psoriasis-association.org.uk

Sure Start

Tel: 0870 000 2288

Website: www.surestart.gov.uk